



TENANT CONTACT INFORMATION

(Please complete, sign & email to dpcmanagement@parallelcp.com)

Tenant Name

Suite Number(s)

Authorized by (*Print Name*)

Phone

Authorized by (*Signature*)

Date

Email

Mailing Address:

Main Office Phone

Office Fax

EMERGENCY CONTACTS

In the event of an emergency the following individuals will be contacted. These contacts also have authorization to make billable and security related requests. These requests include (but are not limited to), Tenant Contact Information changes, Security Access List changes, Key Copy/Lock Change Requests, Mailbox Lock Change Requests and After Hour AC requests.

PRIMARY CONTACT:

Name: _____

Title: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

SECONDARY CONTACT:

Name: _____

Title: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

ADMINISTRATIVE CONTACTS

These contacts have authorization to make billable and security related requests. These requests include (but are not limited to), Tenant Contact Information changes, Security Access List changes, Key Copy/Lock Change Requests, Mailbox Lock Change Requests and After Hour AC requests.

ADMINISTRATIVE CONTACT 1:

Name: _____

Title: _____

Office Phone: _____

Cell Phone: _____

Email Address: _____

ADMINISTRATIVE CONTACT 2 (OPTIONAL):

Name: _____ Title: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

OTHER CONTACTS

ACCOUNTING CONTACT:

Name: _____ Title: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

LEASING CONTACT:

Name: _____ Title: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

BUILDING ANNOUNCEMENT EMAIL LIST

In addition to Administrative Contact(s), the following people will be added to our email list for building announcements. If additional space is needed, please continue a separate sheet.

Name: _____ Title: _____

Email Address: _____

Name: _____ Title: _____

Email Address: _____

Name: _____ Title: _____

Email Address: _____

Name: _____ Title: _____

Email Address: _____

Name: _____ Title: _____

Email Address: _____



ONLINE SERVICE REQUEST SYSTEM

The Building IQ system allows tenants to submit and track service requests for building maintenance and janitorial services. Once registered in the system, users can access the system via the Davies Pacific Center website <http://www.daviespacificcenter-hawaii.com> by clicking **SERVICE REQUEST** at the top of the page.

We recommend at least (2) users per tenant with a (3) user maximum.

BUILDING IQ USER 1:

Name: _____ Office Phone: _____

Email Address: _____

BUILDING IQ USER 2:

Name: _____ Office Phone: _____

Email Address: _____

BUILDING IQ USER 3:

Name: _____ Office Phone: _____

Email Address: _____



ONLINE EMERGENCY NOTIFICATION & TRAINING PROGRAM

Preparis is the developer of an online workforce disaster and emergency preparedness program. The Preparis portal will ensure that the Davies Pacific Center Management Team is prepared to respond to a range of potential threats and natural disasters. Further, the portal provides an emergency notification system that allows the Management Team to distribute alerts to tenants via e-mail, text and voice.

Please provide the contact information for your Primary Preparis Tenant Administrator below. This person would need to have both access and authority to update your tenant contact information and the contact information for your employees. Preparis Tenant Administrators can create additional Preparis Tenant Administrators for back-up.

PRIMARY PREPARIS TENANT ADMINISTRATOR:

Name: _____ Title: _____

Office Phone: _____ Cell Phone: _____
(Direct line if possible) (Text/SMS Messaging Capable)

Email Address: _____

FIRE WARDENS

Fire Wardens are responsible for providing guidance in the event of a fire or other emergency. As the **Fire Warden** or the **Floor Warden** you will be the key contact for Building Management in case of a fire or other emergency.

FIRE WARDEN DUTIES:

- Attend Fire Warden training sessions. A tenant memo will be sent when the next training session is scheduled.
- Responsible for implementing the Fire Safety Program in coordination with the Davies Pacific Center Fire Warden Training and your company Policies.
- Prepara is <https://www.preparisapp.com> also offers useful information that can be used as a tool to assist the **Fire Wardens** in educating other employees within your company. For access, please see your Tenant Prepara Coordinator.
- Inform Property Management of all physically challenged people who might require assistance during evacuation (“Emergency Evacuation List”).
- In case of a fire, ascertain the location of the fire and sound the alarm if this has not already been done. If you have time, notify the Property Management office of the fire emergency.
- Gives the order to evacuate. Make sure everyone in your office evacuates. The same procedures would be applicable if someone else sounds the building fire alarm or in the case of a fire drill exercise.
- Gives instructions to Searchers or Deputy Wardens if applicable, they can assist you with the evacuation.
- Coordinates evacuation for physically challenged using the “buddy” system.
- In case of an actual fire do not lock your office doors as you leave but **do** lock them during a fire drill exercise.
- **Floor Wardens** to knock on ALL suite doors and restroom doors on your floor to verify that all individuals have left. If a door is unlocked open it and yell “*is everybody out?*”
- Continue fire evacuation procedures and proceed to the designated Safe Zones:

Floors: **Lower Level, 1 – 14** Fort Street Mall between Queen and Merchant Streets

Floors: **15 – 23** Fort Street Mall between Merchant and King Streets

FIRE WARDEN #1:

* “X” if interested in volunteering as a **Floor Warden:** _____

Name: _____

Title: _____

Assigned Suite(s): _____

Phone: _____

Email Address: _____

FIRE WARDEN #2:

* “X” if interested in volunteering as a **Floor Warden:** _____

Name: _____

Title: _____

Assigned Suite(s): _____

Phone: _____

Email Address: _____

EMERGENCY EVACUATION LIST

Please list any individual working in your office that might require assistance during evacuation of the building when the elevators are not operational (i.e. wheelchair, crutches, cardiopulmonary, or special assistance). This list will be maintained by security and maintenance and will be available to the fire department during any emergency.

	NAME	SUITE	TYPE OF ASSISTANCE REQUIRED
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

In the event of an actual emergency, the above listed should:

1. Request assistance from fellow workers.
2. If alone, immediately dial 911. Give your name, location and type of emergency.
3. Call Security at 520-3738. Provide security with:
 - The type and location of emergency
 - Your name
 - Your location
4. After evacuation, please notify the on-sight building representative that you are clear of the building.